

*Travel Expense
(Eg)*

CONFIDENTIAL

8 November 1946

CENTRAL INTELLIGENCE GROUP
C.I.G. ADMINISTRATIVE ORDER NO.
TRAVEL ALLOWANCES AND PER DIEM

I. Application:

This Order shall apply only where travel allowances and per diem are properly payable from unvouchered funds in accordance with Special Funds Regulations.

II. Subsistence Allowance Outside the United States:

Bureau of the Budget Circular A-7, revised, dated 5 September 1946, contains amendments to Standardized Government Travel Regulations. Paragraph 45, of these Regulations, set forth in Budget Circular A-7, provides in part that, "For travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7.00, in lieu of subsistence expenses, may be allowed (except during the fiscal year 1947 the maximum per diem allowance shall be the amount prescribed in Appendix 1 of this Regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum." It is the responsibility of the officials authorized to issue travel orders and authorize a per diem allowance to see that the travel orders authorize only such per diem allowance not in excess of the maximum as are justified by the circumstances surrounding the travel. Therefore, in accordance with paragraph 45, "Care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses." [REDACTED], paragraph 2.3, provides that travel expenses will be paid in the amount permitted by Law and the Standardized Government Travel Regulations. Therefore, the per diem allowance described in Appendix 1 of paragraph 45, which Appendix is attached to Bureau of the Budget Circular A-7, may be authorized by the persons to whom authority to issue travel orders has been granted. Such persons include Chiefs of Missions, Executive for Personnel and Administration, Chief, Finance Division, and Chief, Fiscal Section.

III. Travel Allowances for Prospective Employees:

Where prospective employees are directed to report for assessment, travel allowances and per diem will be in accordance with the following:

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A. Where the employee is directed to report for assessment and for whom the assessment report is unfavorable so as to bar employment, round trip travel expenses are authorized, together with per diem for the necessary travel time and for the number of days the Government requires the individual to stay in Washington.

B. Where the employee is directed to report for assessment prior to employment and receives a favorable report and enters on duty immediately thereafter, no allowance will be paid for the travel to Washington. During the period required for actual assessment and interview, the employee will be paid per diem. No per diem will be paid beyond the number of days required for actual assessment and interview.

C. Where the prospective employee is directed to report for assessment and receives his assessment approval but requests permission to return home to wind up his affairs before accepting employment, the employee will be entitled to payment of travel expenses for a round trip from his home to Washington and return. Per diem will be paid for necessary travel time and the time of actual assessment and interview and for any additional days he is required to remain in Washington in the interests of the Government. Per diem will not be paid where the employee remains in Washington for his own purposes. No transportation expenses or per diem will be paid if the employee does not have to return home and either stays in Washington at his own expense or returns home for non-essential purposes, as distinguished from the necessary winding up of his personal affairs and business.

D. All vouchers for payment of the type of expenses listed in A, B, and C above will be approved by the Branch Chief in accordance with Special Funds Regulations. However, the vouchers must be forwarded prior to the approval of the Branch Chief to the Chief, Personnel Procurement Section of the Projects Support Division for approval, and his approval of the vouchers will constitute certification that the travel stated was necessary in the Government interests; that the per diem covered only those days of travel or stay in

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Washington requested by the Government; and that the amounts stated are correct. The prospective employee is entitled to first-class railroad fare and pullman charges, and he should be requested to obtain a round trip ticket. Where several days train travel would be required, the prospective employee may be authorized to use air transportation, in which case he will be reimbursed for actual plane fare and per diem for the actual number of days although the total may be less than train and pullman plus the number of days required by train travel. Travel by automobile will be reimbursed at the rate of \$.03 per mile with mileage established in accordance with War Department regulations. The amount of per diem to be paid will be in accordance with Standardized Government Travel Regulations.

IV. Per Diem Payments to Personnel on Temporary Duty in Washington:

Employees who are employed with the intent that they shall report immediately after necessary training to an overseas station may be granted a per diem allowance while in training in accordance with the following:

A. Effective upon entrance on duty in Washington, a per diem payment not to exceed \$6.00 may be made for the first sixty days. After the sixtieth day, a per diem payment not to exceed \$4.00 may be made.

B. Per diem payments of this nature are authorized only for those personnel who are hired for overseas duty and are required to report to Washington for temporary duty in connection with processing and training prior to dispatch abroad.

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